

RESTRICTED (C45) 33CENTRAL INTELLIGENCE AGENCY
Washington, D. C.ADMINISTRATIVE INSTRUCTION
NUMBER

31 December 1947

25X1A

SUBJECT: Accountability, Procurement and Library Service for Unclassified Foreign and Domestic Bound Books and Periodical Subscriptions

1. Accountability

a. Effective upon completion of the procedure outlined in paragraph 2 below, the Reference Center will be accountable for all unclassified foreign and domestic bound books and periodicals obtained by purchase with the following exceptions:

(1) Documents, including captured documents, channeled to Foreign Documents Branch for exploitation.

(2) Desk dictionaries, Government Manuals, Style Manuals and such publications listed in the CIA Catalog of Office Supplies as expendable items.

(3) Readily available English language periodicals and newspapers which are not designated as "Official Library Copies".

2. Transfer of Accountability

a. Effective upon receipt of this instruction, all Responsible Officers will execute a Library Charge Sheet, Form No. 29-15 (supply available in Services Branch), in quadruplicate listing unclassified bound books and periodical subscriptions in possession of each office. The original and two copies will be forwarded to the Reference Center.

b. When the above transaction is completed, accountability is transferred to the Reference Center. The Accountable Property Officers are authorized to drop unclassified bound books and periodical subscriptions from their stock record accounts by submission of a Report of Inventory Adjustment, Form 36-16.

c. The Reference Center will charge each unclassified bound book and periodical subscription indicated on the Library Charge Sheet to its property control accounts.

d. The Reference Center will then, through informal negotiations with responsible individuals, determine which of the books and periodicals so transferred for accountability will be returned to the library and which will be retained by the responsible individuals on an indefinite loan basis.

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e. The Reference Center will maintain controls for property accounting in accordance with the existing procedures of the Property Control Division, Services Branch, A&M.

f. All personnel being separated from CIA must obtain a signed clearance on Form No. 36-20 from the Reference Center Librarian prior to final separation.

3. Procurement

a. All requests for purchase of books and periodical subscriptions should be directed to the Reference Center Library, Room 1433, "M" Building, telephone extension

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4. Reference Center Library Service

Reference Center Library service for unclassified bound books and periodicals provides:

a. Circulation and loan facilities:

(1) Normal limited loan period is two weeks.

(2) Indefinite loans will be authorized whenever the document is required for continuing office research work. (Use of document more often than once per week defines an item required for continuing office research work.)

b. A Central Reading Room stocked with current periodicals and references.

c. Information and guidance in selection and acquisition of reference books and periodicals.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

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Executive for
Administration and Management

DISTRIBUTION: "A"

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FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

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(HDM) Coordination Draft

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CENTRAL INTELLIGENCE AGENCY
Washington, D. C.ADMINISTRATIVE INSTRUCTION
NO.

25X1A

SUBJECT: Accountability, Procurement, and Library Service for
Unclassified Foreign and Domestic Bound Books and
Periodical Subscriptions.

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1. Administrative Instruction is amended to include:
3. Paragraph 6 is added as follows:

"6. Covert Procurement of Books, Periodicals, & Publications

Within the limit of funds available for the
purpose the Chief, Library Division, OCD, is authorized
to obligate and expend funds to effect the covert procure-
ment of books, periodicals, and publications which are
not otherwise available through overt procurement channels."

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CHIEF, LIBRARY DIV. _____

DATE Apr 17/50

CHIEF, SPECIAL SUPPORT STAFF _____

DATE 4-18-50

CHIEF, ADMINISTRATIVE STAFF _____

DATE 20 Apr. '50

HDM: Suggest we use CIA Library
instead of Library Division, OCD.

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APR 21 1950

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1. It is proposed that paragraph 1a of Administrative Instruction ☐ be amended as follows:

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1.a.continued:

Field Stations engaging in independent procurement of publications will be accountable for their purchases. Upon completion of use of accountable items and prior to disposal Field Stations shall send lists of such items to the CIA Library for instructions on disposition.

2. It is proposed that paragraph 3 of Administrative Instruction ☐ be amended with the following:

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c. The Chief of each Field Station shall submit to his home office by April 15 of each year a detailed estimate of the funds which will be required for purchase of books and periodicals for the ensuing fiscal year. Such estimates shall be incorporated in the annual book budget estimate of the home office for submission to and approval by the CIA Library. Each controlling office, upon determination of its book budget, may reallocate funds to its Field Stations at its discretion, notifying the CIA Library, however, of proposed departures from original plans.

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Approved For Release 2003/03/10 : CIA-RDP81-00728R000100020013-8

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MEMORANDUM FOR: Assistant Director for Operations ✓
Chief, Inspection and Security Staff
Chief, Administrative Staff
Chief, Fiscal Division
Chief, Services Division

MAR 24 1950

SUBJECT: Proposed change to Administrative Instruction No.

REFERENCE: Memorandum from Assistant Director for Operations to
Executive, 21 March 1950, Subject: Procurement of
Reference Material

STATINTL

1. Referenced memorandum was approved by the Executive on 21
March 1950. To implement the approved recommendation it is proposed
to amend Administrative Instruction No. as indicated below:

STATINTL

"Paragraph 3a of Administrative Instruction No. dated
31 December 1947, is rescinded and the following is substituted
therefor:

STATINTL

"3. a. All requests for purchase of books and periodical
subscriptions shall be directed to the CIA Library, Chief,
Cataloging Branch, "M" Building, Telephone
with the exception of field purchases by th
Stations located abroad."

STAT

2. Please submit your concurrence or comments to this office by
31 March 1950.

STATINTL

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Approved For Release 2003/03/10 : CIA-RDP81-00728R000100020013-8

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CENTRAL INTELLIGENCE AGENCY
 OFFICIAL ROUTING SLIP

TO		INITIALS	DATE
1	<i>Management Office</i>		
2			
3			
4			
5			

FROM		INITIALS	DATE
1	<i>Executive</i>	<i>Chad</i>	<i>21/3/51</i>
2			
3			

☐ APPROVAL ☐ INFORMATION ☐ SIGNATURE
☒ ACTION ☐ DIRECT REPLY ☐ RETURN
☐ COMMENT ☐ PREPARATION OF REPLY ☐ DISPATCH
☐ CONCURRENCE ☐ RECOMMENDATION ☐ FILE

REMARKS: *Please do not delay regulation change for manual publication. Check with administrative officials concerned to insure adequate support provisions.*

SECRET CONFIDENTIAL RESTRICTED UNCLASSIFIED

FORM NO. 30-4
 SEP 1947

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CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

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ADMINISTRATIVE INSTRUCTION
NO.

SUBJECT: Accountability, Procurement, and Library Service for
Unclassified Foreign and Domestic Bound Books and
Periodical Subscriptions.

25X1A

1. Administrative Instruction is amended to include:

"6. Covert Procurement of Books, Periodicals, & Publications

Within the limit of funds available for the purpose the Chief, Library Division, OGD, is authorized to obligate and expend funds to effect the covert procurement of books, periodicals, and publications which are not otherwise available through overt procurement channels.

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File

21 May 1948

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CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

*Ready for issuance -
includes gifts
not to be issued until
needed. R. Smith*

Date:

ADMINISTRATIVE INSTRUCTION
No.

SUBJECT: Accountability, Procurement and Library Service for Unclassified
Foreign and Domestic Bound Books and Periodical Subscriptions

25X1A

Recession: Administration Instruction No. dated 31 December 1947

1. Accountability

a. Effective upon completion of the procedure outlined in paragraph 2 below, the Office of Collection and Dissemination will be accountable for all unclassified foreign and domestic bound books and periodicals, with the following exceptions:

(1) Documents, including captured documents, channeled to Foreign Documents Branch for exploitation.

(2) Desk dictionaries, Government Manuals, Style Manuals and such publications listed in the CIA Catalog of Office Supplies as expendable items.

(3) Readily available English language periodicals and newspapers which are not designated as "Official Library Copies".

2. Transfer of Accountability

a. Effective upon receipt of this instruction, all Responsible Officers will execute a Library Charge Sheet, Form No. 29-15 (supply available in Services Branch), in quadruplicate listing unclassified bound books and periodical subscriptions in possession of each office. The original and two copies will be forwarded to the Office of Collection and Dissemination.

b. When the above transaction is completed, accountability is

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transferred to the Office of Collection and Dissemination. The Accountable Property Officers are authorized to drop unclassified bound books and periodical subscriptions from their stock record accounts by submission of a Report of Inventory Adjustment, Form No. 36-16.

c. The Office of Collection and Dissemination will charge each ^{un-}classified bound book and periodical subscription indicated on the Library Charge Sheet to its property control accounts.

d. The Office of Collection and Dissemination will then, through negotiations with responsible individuals, determine which of the books and periodicals so transferred for accountability will be returned to the OCD library and which will be retained by the responsible individuals on an indefinite loan basis.

e. The Office of Collection and Dissemination will maintain controls for property accounting in accordance with the existing procedures of the Property Control Division, Services Branch, A&M.

f. All personnel being separated from CIA must obtain a signed clearance on Form No. 34-30, "Final Payment Clearance Sheet", from the OCD Librarian prior to final separation.

3. Procurement

a. All requests for purchase of books and periodical subscriptions, with the exception of those initiated by the Office of Special Operations for material for shipment to overseas stations, will be directed to the Office of Collection and Dissemination Library.

4. OCD Library Service

Office of Collection and Dissemination Library Service for unclassified bound books and periodicals provides:

a. Circulation and loan facilities:

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(1) Normal limited loan period is two weeks.

(2) Indefinite loans will be authorized whenever the document is required for continuing office research work. (Use of document more often than once per week defines an item required for continuing office research work.)

b. A Central Reading Room stocked with current periodicals and references.

c. Information and guidance in selection and acquisition of reference books and periodicals

FOR THE DCI:

LTS

DISTRIBUTION: ^{"A"} ~~ALL CIA EMPLOYEES~~

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